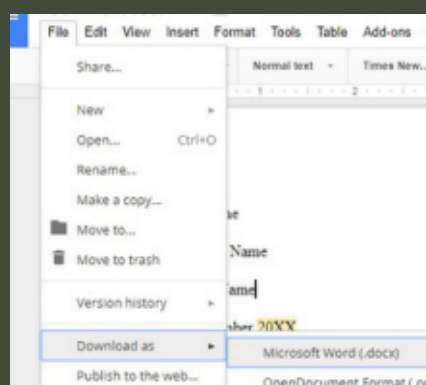


PRINTING COMMENTS

FROM GOOGLE DOCS

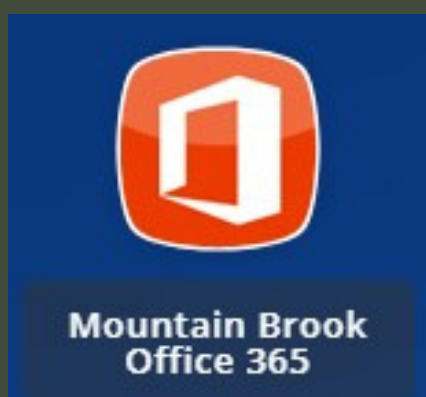
1 DOWNLOAD

Open your file with comments in Google Docs. Then select:
File > Download As > Microsoft Word



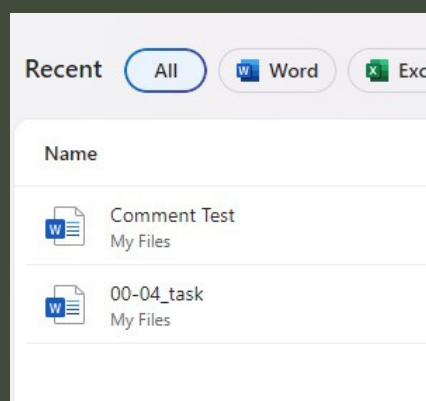
2 OFFICE 365

Go to Classlink and Open Office 365. Enter email, click next, and enter your network user name and password. Select: **Apps > OneDrive**



3 OPEN FILE

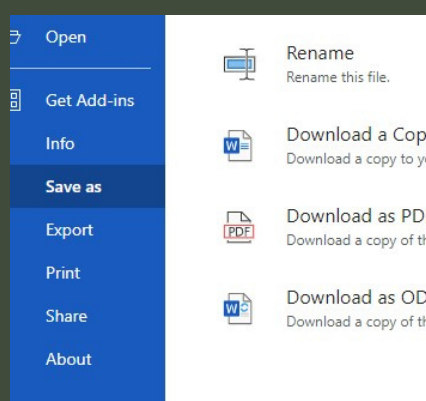
Select: **Add New > Files Upload**, upload the Word document, and then open the file from OneDrive



4 DOWNLOAD

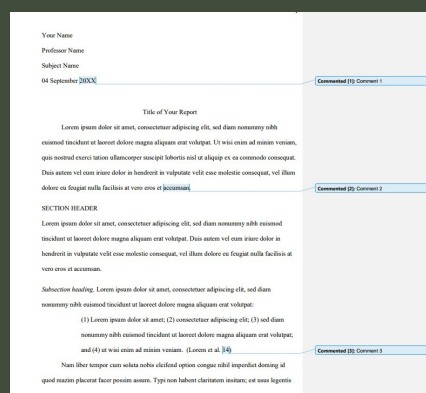
Select: **File > Save as > Download as PDF with Comments**.

Then select **Download** in the pop up box and save your document in your downloads folder



5 PRINT

Open your PDF document, check to see that your comments are visible, and print! You can upload your document directly to Wepa through Classlink



See librarians for assistance!